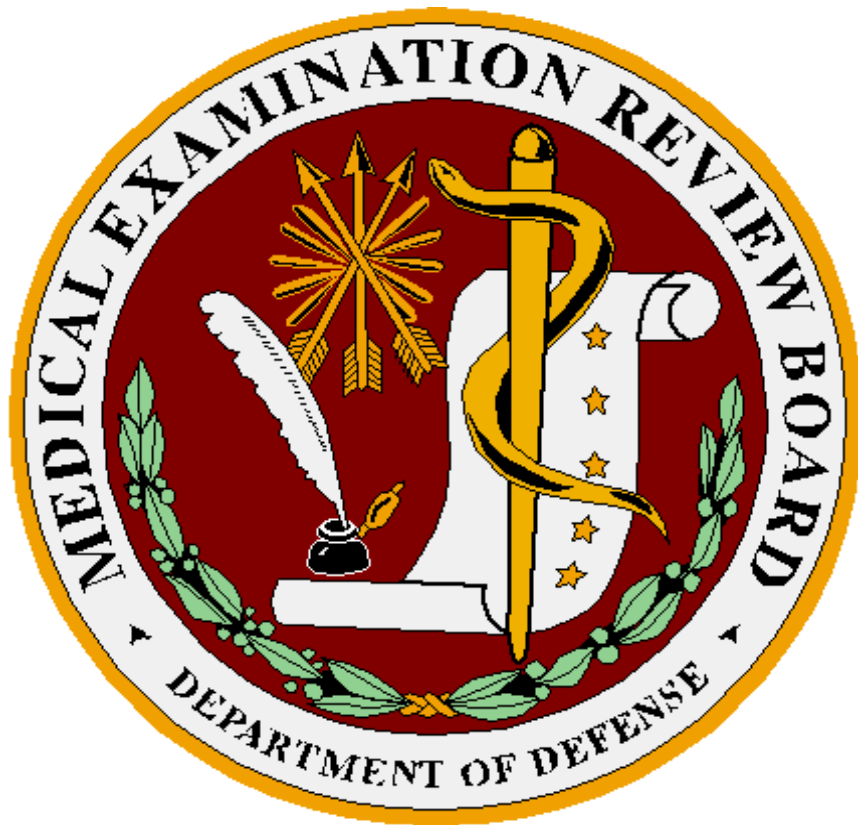


RESERVE OFFICER TRAINING CORPS (ARMY ROTC)



DoDMERB GUIDE FOR MEDICAL PROCESSING

December 2003

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INTRODUCTION

This guide was developed to provide assistance to Army Reserve Officer Training Corps (ROTC) Battalion personnel in processing, organizing, and submitting medical examinations to the Department of Defense Medical Examination Review Board. It is strongly suggested that each Battalion maintain a copy of this guide and refer to it **BEFORE CONTACTING DODMERB**. Please forward recommendations for additions, deletions, or clarifications on this guide to Mr. Larry Mullen at his e-mail address below. All changes and subsequent revisions to this guide will be posted on the DoDMERB website:

<https://dodmerb.tricare.osd.mil/> and <http://rotc.monroe.army.mil/command/surgeon.asp>

We are striving to provide you with as much guidance as possible to assist you and the applicant in navigating through the medical process. This guide does not rescind or supersede any official DoD or Army regulation or directive.

The most important action a Battalion can take is to notify DoDMERB of the Battalion address of an incoming 4-year or 3-year advanced designee (high school applicant). This may be done by **submitting the address change request to the Army Section via e-mail at:**

kathleen.ometer@dodmerb.tma.osd.mil.

(E.g. Subject line: AROTC FICE 001111 – Change of address/Text: John J. Jones, 121-44-0106 is now a member of this Det located at 1661 Redwood Path, Seaford, New York 11783. Please forward all future correspondence to this address.). This will ensure future DoDMERB correspondence is sent to the Battalion instead of the applicant's home address. **This does not however change the applicant to the CSP program** (in-college applicants as opposed to high schoolers).

For 2-, 3-, or 4-year in college, on-campus scholarship applicants needing his/her file reactivated and reviewed, please notify the DoDMERB College Scholarship Program (in-college applicants as opposed to high schoolers) medical clerk at

CSP@DODMERB.TMA.OSD.MIL

Commanders (Only) can contact Larry Mullen, Director of Operations, at anytime regarding specific applicants, policies or procedures. The preferred method is email at larry.mullen@dodmerb.tma.osd.mil. His work number is (719) 333-7856, DSN 333-7856, Fax number 3569 and his home number is (719) 266-5544. **Due to the number of commanders at all levels, he will not respond directly to anyone other than the Battalion commanders.**

Executive Officers and NCOICs can contact SMSgt Tom Weyer @ Thomas.Weyer@dodmerb.tma.osd.mil

MAJOR CHANGES IN THIS EDITION:

1. Electronic posting of the exams for waiver consideration to the cadet Command Surgeon and for Battalions to print off the website.
2. Effective 3 June 02, DoDMERB will accept ROTC non-scholarship exams performed after that date.

3. Battalions using Concorde facilities for scholarship exams may schedule non-scholarship exams at the same location

4. EKG's, dental exams/dental x-rays, hematocrit & hemoglobin blood tests, blood type & Rh factors, have been deleted from the initial exam.

5. Battalions currently using MTF's for scholarship/non-scholarship exams will continue to do so until further notice unless a Concorde exam site has been established in your location.

GLOSSARY OF TERMS

4-YEAR SCHOLARSHIP DESIGNEE	High school seniors awarded a four-year ROTC scholarship.
ADEP	Active Duty Enlisted Program, also referred to as Green to Gold (Army).
3-YEAR ADVANCE DESIGNEE	High school seniors awarded a three-year ROTC scholarship
APPOINTMENT NOTIFICATION CARD	An appointment listing is sent by the Contractor to the Battalion notifying them of the available exam dates and facilities for 2- or 3-year applicants. The Battalion is required to schedule the examination appointment within two (2) days of receipt of the examination authorization from the Contractor.
AUTOMATED REVIEW (AR)	Review of the applicant's medical file and search of the system for pending action or requirements. This review takes place each time an action occurs in the applicant's file.
CERTIFICATION	The final <u>verified</u> DoDMERB medical status. Certification is program-specific and is valid for one cycle or one year, whichever occurs first.
CERTIFICATION DATE	The date contracting can occur for qualified/waiver approved exams. The date DoDMERB certifies Q, DQ, Waiver Approved, or Waiver Denied with the final medical status.
CIVILIAN EXAMINATION CONTRACTOR	Civilian organization contracted by DoDMERB to perform specific services for the completion of initial DoDMERB physical examination. The Contractor sub-contracts the physician, optometry and dental portions of the exam and performs an administrative QA before forwarding to DoDMERB. Currently the Contractor is Concorde, Inc., in Philadelphia, PA (https://www.dodmets.com/).
CSP PROGRAM CYCLE	A one-year recruiting year. Each program has beginning and ending cycle periods; dates vary for each program. See: In- <u>C</u> ollege <u>S</u> cholarship <u>P</u> rogram
CYCLE DATE OF EXAMINATION	A one-year recruiting year.
DATE OF EXAMINATION	Date the physical examination was performed. All DoDMERB exams are valid for <u>two years</u> from the date of the examination, NOT the date of the final medical determination.
DISQUALIFIED	Medical status determination by DoDMERB indicating the applicant is not medically qualified for commissioning or entry into military service. Disqualifications are based on applicable DoD medical standards, published in DoD Instruction 6130.4, " <i>Criteria and Procedure Requirements for Physical Standards for Appointment, Enlistment, and Induction in the Armed Forces.</i> "
DoDMERB	Department of Defense Medical Examination Review Board

HQ AROTC	Cadet Command, Fort Monroe, VA (<u>Army Waiver Authority</u> for ADEP and ROTC scholarships.)
IN COLLEGE SCHOLARSHIP PROGRAM (CSP)	Programs managed at the Battalion level for scholarship applicants who are located at the college at the time of their application and selection.
MEDICAL STATUS	Indicates an applicant's file status (remedial, disqualified, or qualified).
MEPS	Military Entrance Processing Stations. <u>Not acceptable</u> for ROTC scholarship or non-scholarship physicals. (effective 03 June 2002)
MTF	Military Treatment Facilities to include medical facilities of the Army, Navy, Air Force, and Coast Guard.
PREVIOUS MEDICAL UPDATE	DD Form 2372 (Statement of Present Health). A signed statement that there has been no change to the applicant's medical status since their initial exam as required by service specific directives. This is required after reactivation of an inactive file that still meets the two-year term of validity of the physical examination. Form available at: http://dodmerb.tricare.osd.mil/forms.asp Takes Bns directly to all dodmerb forms https://dodmerb.tricare.osd.mil/forms.asp
QUALIFIED	Indicates an applicant's final status as physically and medically qualified by DoDMERB for commissioning or entry into military service.
RECERTIFICATION	Required action once the original DoDMERB certification expires or the applicant is transferring from one program to another. Certifications are valid for one year or one cycle.
REMEDIAL	DoDMERB requires additional information or evaluations from the applicant before a final medical status determination will be rendered.
SCHOOL ID CODE	The FICE number. Please provide DoDMERB the Battalion number on 3- and 4-year advance designee applicants upon their arrival on-campus. Schools <u>must</u> provide DoDMERB with written (e-mail or regular mail) notification of the applicant's address change (from home address to Battalion address) and clearly identify which program the applicant should be reviewed for (4-year / 3-year AD or 2/3-year CSP). For 2, 3, and 4-year on-campus CSP applicants the Battalion address must be in block 8 of the DD Form 2351. Failure to identify the Battalion will result in serious delay in processing. The physical <u>will not</u> be processed until identified by the Battalion.
SHIP DATE SUB-CONTRACT EXAMINER	Date the physical exam is placed on Bn portion of DoDMERB website Physician or optometrist contracted by the Contractor to complete specified portions of the initial DoDMERB physical examination.
TERM OF VALIDITY	The length of time the DoDMERB physical examination is valid. Initial examinations are valid for two years from the date of examination for all

ROTC scholarship programs.

WAIVER

A waiver allows applicants to enter programs even though there may be a disqualifying medical condition. (NOTE: DoDMERB does **not** grant waivers. Waivers are granted by Cadet Command Headquarters.)

POINTS OF CONTACT/INFORMATION

(E-mail is the preferred method of communication)

DoDMERB ADDRESS

Department of Defense Medical Examination Review Board
(DoDMERB)
8034 Edgerton Drive, Suite 132
USAF Academy, CO 80840-2200

DoDMERB TELEPHONE NUMBERS

**Monday – Friday:
Between 0700 – 1100 &
1300-1530 (Mountain
Time)**

NOTE: Faxes will only be sent when specifically requested by DoDMERB staff and will be limited to five pages or less. Other submission of remedials or related correspondence containing six or more pages should be sent via regular or overnight mail. Faxing often wastes valuable time because the copies are not clear enough for optical scanning. Mailing and faxing duplicates workload, which further delays processing.

Note to Battalion: In-college applicants' calls will NOT be accepted. Det personnel are the advocates representing all in-college applicants.

All Battalions: Contact your service specific HQ for all 4-year ROTC status checks, as well as advance designees.

Four-year Army ROTC applicants and parents:

Commercial: (719) 333-3562; DSN: 333-3562 (option 1 – 1)

- E-mail: army@dodmerb.tma.osd.mil (medical questions)

Battalions (for 2- & 3-year CSP applicants – not advance designees):

Commercial: (719) 333-3562; DSN: 333-3562 (option 3)

E-mail: **CSP@DODMERB.TMA.OSD.MIL**

(status checks/additions/ deletions/address changes) (Subject line will read: AROTC, FICE 001111). This will allow DoDMERB, in peak periods, to re-distribute the work load to ensure a more timely response.

CONTRACTOR

Currently:
Concorde, Inc.
1835 Market Street, 12th
Floor
Philadelphia, PA 19103-2994

- Phone numbers: (215) 587-9600 (0900-1700 EST)
- Fax numbers: (215) 587-9389
- Website: <http://www.dodmets.com>

SCHEDULING MEDICAL EXAMINATIONS

All four-year applicants, to include all Military Junior College (MJC) applicants, will be scheduled for physical examinations by DoDMERB through Military Treatment Facilities (MTF's) or the current civilian medical facility contractor. **Bns currently using MTF's for scholarship/non-scholarship exams will continue to do so until further notice unless a Concorde exam site has been established in your location.**

ARMY PRESCREEN PROCEDURE

Before scheduling an applicant for a DoDMERB physical examination, the applicant will be prescreened by the Battalion IAW Headquarters, Cadet Command guidance. Applicants should not be scheduled for a physical exam until they meet acceptable height / weight or body fat standards.

MILITARY TREATMENT FACILITY (MTF)

In-college, on campus scholarship applicants must be scheduled by their ROTC Battalion. The Battalion will schedule the examination and provide the applicant with the forms necessary PRIOR to going to the MTF to complete the physical (DD Forms 2351 and 2492). The forms can be downloaded from the following website:

<https://dodmerb.tricare.osd.mil/forms.asp>

It is the responsibility of the Battalion to ensure its address is in Block 8 of the DD Form 2351. Failure to identify the Battalion will result in untimely exam processing. The exam will not begin processing until the Battalion is properly identified via e-mail to Larry Mullen at **larry.mullen@dodmerb.tma.osd.mil**.

When a Battalion determines the need for a scholarship medical examination, it should contact their supporting MTF. In the absence of an MTF, the Contractor will be used (see further instructions). **NOTE:** Applicants must remove their soft contact lenses for a minimum of three (3) days and hard contact lenses for a minimum of 21 days prior to the exam. Allow **two to six weeks** from the time the appointment is made until the completion of the physical examination. The MTF will forward the completed exam to DoDMERB. MTF operational commitments and mission take priority over ROTC/CSP physical examinations.

MILITARY ENTRANCE PROCESSING STATION

DoDMERB will not accept ROTC/CSP physical exams (SF 88/93 or DD 2807/2808) conducted at a Military Entrance Processing Stations (MEPS). DoDMERB exams are more extensive and require special exams not performed by MEPS, USANG and USAR enlistees are the exception.

CONTRACTOR

In-college, on-campus applicants will be scheduled by their Battalions through the Contractor when an MTF is not available. Before a Battalion requests the Contractor to perform a physical, it must establish from the applicant whether he/she has completed a DoDMERB physical within the past one to two years. If the applicant is uncertain, the Battalion must contact DoDMERB. The applicant's social security number is needed to initiate the search.

If the applicant has a previous valid DoDMERB exam, the Battalion will use that physical exam. (NOTE: An exam is valid for two years from the date of the medical examination.) Please refer to "Previous Medical Examination" section for the correct procedures to follow.

ROTC CAMP PHYSICALS

DoDMERB does not process camp physicals. Completed scholarship exams may be used for camp and applicants that are going to camp to compete for a scholarship may undergo a DoDMERB exam. However, adequate lead-time must be allowed in the latter case to ensure a final determination is made PRIOR to leaving for camp.

CONTRACTOR

If an applicant has no current DoDMERB examination within the past two years, the Battalion schedules an exam through the Contractor using the following guidelines.

**Civilian
contract
companies will
not provide the
results of
examinations
or copies to
individuals or
Battalions.**

- Battalions contact Concorde at <http://www.dodmets.com> or if automation will be down for several days, the Battalion will prepare a letter stating their specific physical examination requirements. The letter will be forwarded to the Contractor only, not to DoDMERB.
- The Contractor will assign the applicant to a specific exam center.
- The Battalion will schedule the examination at the center authorized by the Contractor and provide the applicant with the forms necessary to complete the physical (DD Forms 2351 and 2492). The forms can be downloaded from the following website: <https://dodmerb.tricare.osd.mil/forms.asp>

The Battalion is responsible for rescheduling any exam or a portion thereof.

- If rescheduling of the exam is necessary, the Battalion immediately contacts the supporting exam center. If the new exam date is more than five (5) working days after the original exam date, the Battalion notifies the Contractor and provides them with the examination date.
- Failure of an applicant to appear for a scheduled appointment will result in a cost charge to the government. After two failures to appear, the Contractor cannot authorize any additional examinations to be scheduled and the Battalion will be instructed to contact DoDMERB.
- Upon completion of all parts (medical and optometric) of the physical exam, the examining facility forwards the exam to the Contractor, who, in turn, forwards the exam to DoDMERB.

It is important to remember that communications between Battalions and civilian contract companies should be limited to appointment scheduling and scheduling-related questions.

PREVIOUS MEDICAL EXAMINATIONS

PREVIOUS EXAMS

Battalions must determine if an applicant has had a previous DoDMERB exam that has been forwarded to DoDMERB for review. Determination is made by first asking the applicant, then verifying with DoDMERB that the exam is still valid.

- If the applicant has had a physical exam, it is valid for two years from the date of the medical exam; however the physical must be reviewed for the program for which the applicant is currently applying.

PREVIOUS EXAM REVIEW REQUEST

Battalions may request a current review of the previous physical exam by forwarding a memorandum of request. Please note: Exams more than two years old from the date of the exam will not be reviewed nor available on the web mailed to the Battalion. The following information must be included in the request:

- **Request must state that they are currently a scholarship applicant presently attending your school**
- **Battalion name** (Name of college/university)
- **Battalion number** (school office, school code number)
- **Applicant's name** (bold letters)
- **Applicant's social security number** (bold numbers)
- **Battalion point of contact person(s)**
- **Battalion's telephone number**

DD FORM 2372 (DoDMERB STATEMENT OF PRESENT HEALTH)

A Statement of Present Health should accompany the above request to save processing time. DD Form 2372 is required if the previous physical exam is more than one year from the examination date. Available at:

<https://dodmerb.tricare.osd.mil/forms.asp>

- Any changes to the applicant's medical history (surgeries, fractures, newly diagnosed medical conditions, medications, dental work, etc.) since his/her last physical exam must be reported to DoDMERB.
- The applicant completes the DD Form 2372 with his/her printed name, date, social security number and signature.

Upon receipt of the previous exam request and DD Form 2372, DoDMERB reviews the examination for the specific program for which the applicant is applying. This review accomplishes two things:

- Eliminates the need to complete new exam for the applicant
- Saves time and money for the government, the applicant, and the Battalion.

3-YEAR & 4-YEAR ADVANCE DESIGNEES

It is the responsibility of the Battalion to notify DoDMERB of an address change when 3- and 4-year advance designees arrive on campus via or e-mail at: kathleen.ometer@dodmerb.tma.osd.mil

Note: The program does not change unless the applicant did not receive a scholarship and is now applying for a new scholarship as on-campus CSP. This notification and request for review is sent to

the CSP medical clerk at **CSP@DODMERB.TMA.OSD.MIL** and will be reviewed as a “Previous Examination”.

**PREVIOUSLY
CERTIFIED
EXAMS**

**Applies only to 2-3
year program**

If the Battalion requests a previously certified physical exam (for two- and three-year scholarship applicants) due to loss, school transfer, etc., a request must be submitted in writing, (to include Battalion address, applicant’s name and social security number), explaining the reason for the request. **DoDMERB will not respond to telephonic requests for physicals.** The request should be addressed to the attention of the College Scholarship Program Medical Clerk.

If the applicant requests a copy of previous physical exam for his/her own personal use, training, or for inclusion in other school packages, the applicant must send a written request (to include his/her name, social security number and the reason for the request) to the attention of: Medical Records Section, DoDMERB. It is not certified by DoDMERB for scholarships and is stamped as such.

**FOUR-YEAR
SCHOLARSHIP
EXAMS**

Copies of all four-year scholarship exams, including advance designees (excluding those Army applicants that are in-college applicants versus high school applicants) must be requested from: US Army Cadet Command, ATCC PS, Fort Monroe, VA 23651-5000. Telephone: **(757)788-3341** or via e-mail: atccps@monroe.army.mil.

ADVANCE DESIGNEES (PHYSICALS AND REMEDIALS)

Advance designees are four-year Army Scholarship applicants who were not awarded full four-year scholarships but have been offered a three and a half or three-year scholarship. Advance designees are processed by DoDMERB through the end of the calendar year.

Battalions must identify advance designees at the beginning of a school year, and encourage them to complete their medical exams prior to 31 December to avoid additional delays in processing their exams. All four- and three-year advanced designee medical exams are automatically placed on the website for to Cadet Command when the applicants are medically qualified/waivered, **and** have accepted a scholarship.

- Battalions will request copies of the medical exams from Cadet Command.

NOTE FOR BATTALIONS: If the applicant’s address has not been changed to the battalions address, all letters requesting remedial information for the advance designees will be sent to the designee’s home address.

- If the applicant is already at the school and remedials are still pending, DoDMERB requires the correct address of the applicant.
- The Battalion must notify DoDMERB immediately, via e-mail or letter, of the applicant’s change of address. **Verbal requests will not be accepted.**

SUBMITTING PROCEDURES FOR MEDICAL EXAMINATIONS

MEDICAL EXAMS PERFORMED AT MTF'S OR CONTRACT FACILITIES

All initial medical exams on scholarship applicants must be performed using DD Forms 2351 and 2492, and will be forwarded by the examining facility to DoDMERB for review. DoDMERB will not accept exams performed on SF 88 or SF 93, DD 2807 or DD 2808 for ANY PROGRAMS, INCLUDING ADEP. **This is not form over substance;** there will be too many remedials for exams that are not completed on the appropriate DoDMERB forms.

- The Contractor will review all parts of the medical exams for completeness prior to sending to DoDMERB.
- MTF's will review all medical exams performed at their facilities for completeness prior to sending to DoDMERB.

BATTALION ADDRESS

Battalions will ensure the Battalion address, to include the Battalion number, is in Block 8 of DD Form 2351 (Report of Medical Examination) to ensure results of the exam are reported to the appropriate ROTC unit. Immediately notify DoDMERB of any change in Battalion address or of a new Battalion number. Physicals received without the Battalion address WILL result in serious delays in processing. Unidentified exams will be placed in a "hold pattern". Such cases can result in lost scholarships, frustrated applicants, parents, Cadet Command and are the sole responsibility of the Battalion.

SUPPLEMENTAL REVIEW (REMEDIALS)

There are three types of remedial information requested by DoDMERB:

- Clarification of information provided by the applicant.
- Copies of medical records pertaining to injury or illness.
- A current medical evaluation/test by a physician or specialist.

Applicants have two options when obtaining a medical evaluation:

- Make arrangements with a physical examination office at a military treatment facility using the authorization letter sent by DoDMERB. The applicant must be in possession of the authorization letter when reporting for the examination. (NOTE: MTF's will perform the evaluation/ test(s) only if they have the ability and the staff available.) Please check to ensure the facility has the capability to perform the requested tests prior to scheduling an appointment.
- Or, the applicant may obtain the evaluation or test(s) through civilian medical facilities *at their own expense*. This includes all follow-up tests at the current civilian medical facility. (The care obtained at the contracted facilities is considered a "civilian medical facility", after the initial physical examination is accomplished.) This means that any additional evaluations will be the financial responsibility of the applicant.

Once all remedial action has been resolved, submit the results (or ensure the physician submits) to DoDMERB with applicant name and full social security on **all** pages.

Note: If the applicant is a military dependent make sure the applicant's social security number is used - not the sponsors.

MEDICAL EXAMINATION FINAL DISPOSITION

Once an applicant is physically qualified, DoDMERB indicates such on the medical examination and posts image of exam on the website for the Bn to download and print. Instructions for printing physicals are available on the website for in-college scholarship applicants. For 4-year/3-year Advance Designees (high school applicants), the DD 2368 serves as notification of final status.

The date a medical exam is certified to be qualified is a non-negotiable date. **NOTE:** Prior planning is necessary to ensure medical exams are certified and received by the Battalions prior to the contracting dates.

MEDICAL STATUS INQUIRIES

It is the responsibility of the Battalion to monitor, track and maintain applicant status files. The Battalion should develop a means to track applicant status to prevent unnecessary calls or inquiries.

On rare occasions when an applicant's medical status is necessary, the applicant's social security number is required to retrieve information.

DoDMERB will respond to requests for additional information, beyond that provided on the website, via e-mail. The subject line should read: AROTC, FICE 001111, School Name, Status Request, SSN: xxx-xx-xxxx. If you have sent DoDMERB remedial information on an applicant, please allow at least 15 duty days before request a status check.

- For all three- and four-year advance designees, Battalions will do status checks on DODMERB website.
 - E-mail is, in most cases, both time and cost effective for dealing with inquiries. DoDMERB must be able to readily identify incoming e-mail from Battalions. The following format must be used in the subject line (failure to provide exact format will result in delays processing your request: **AROTC, FICE XXXXXX, school name**
-

WAIVERS

Two-, Three-, and Four-Year College Scholarship Program (CSP)

- Scholarship physicals for applicants who are determined to be medically disqualified are **NOT** automatically electronically posted via the DoDMERB website to the Cadet Command Surgeon for waiver consideration.
- DoDMERB will post to website all disqualified in-college scholarship physicals for their respective Battalions. The responsible Professor of Military Science (PMS) will then initiate the request for medical waiver, if deemed appropriate, using Cadet Command Form 131-R (Cadet Action Request) and forward directly to Cadet Command for review by the Command Surgeon.
- The initial request must include all appropriate medical information affecting the waiver consideration. You do **NOT** need to send copy of DoDMERB physical. Requests for reconsideration should not be submitted unless they include new or additional medical documentation to support a waiver.
- Cadet Command will inform the PMS and DoDMERB when a waiver is approved. If any remedials exist, DoDMERB will notify the applicant via the Battalion by letter. Once the remedials have been

cleared, DoDMERB will post on the website a stamped copy of the waived physical exam for the Battalion.

- Both Cadet Command and the Bns have access to check statuses. Utilization of the website should help you by not having to call DoDMERB and consequently, we should be able to process exams faster. Questions regarding medical waivers should be directed to Cadet Command : Janet.Kenley@monroe.army.mil.

Four-Year & 3-Year Advance Designee Programs (High School Applicants)

- A disqualified applicant must request waiver consideration through Cadet Command, as they are not assigned to a Battalion.
 - DoDMERB **WILL** automatically post the disqualified physical examination to Cadet Command for waiver consideration **via the DoDMERB website**
 - The applicant will be notified by DoDMERB, via mail, of waiver approvals.
 - US Army Cadet Command will notify the applicant via mail of waiver denials.
-

PROCESSING TIME FRAMES

CIVILIAN EXAMINATION CONTRACTOR

The Contractor is required to forward all completed reports to DoDMERB within 20 calendar days from the date of the medical examination.

- There may be times when the Contractor requests additional information from the applicant in order to meet contract obligations. The Contractor will hold the examination until the applicant provides the requested information. This may delay submission.

MILITARY TREATMENT FACILITY (MTF)

Military Treatment Facility's (MTF's) are required to forward completed medical examinations to DoDMERB within ten (10) duty days.

DoDMERB

DoDMERB has separate processing actions, each having different levels of review resulting in differing time frames.

Initial medical examination

- Review process requires a minimum of fifteen calendar days from the receipt of the exam for initial medical status determination, but may take as long as thirty calendar days during high volume processing times. (February through June)

Remedial

- Review process requires five to nine calendar days from receipt of the remedial information to medical status determination, but may take as long as ten to fifteen calendar days during high volume processing times. .

Certification date or shipping of the file

- When an applicant is medically qualified, his/her physical examination is posted to the DoDMERB website.

DODMERB MEDICAL EXAMINATION FORMS

Current medical examination forms may be accessed at the following website and used for the Battalion's needs:

<https://dodmerb.tricare.osd.mil/forms.asp>

- **DD Form 2351** (Report of Medical Examination), **SEP 2000**
- **DD Form 2492** (Report of Medical History), **SEP 2000**
- **DD Form 2372** (Statement of Present Health) **SEP 2000**

Important Note: For CSP physicals, it is imperative that Battalions put the school address and the FICE Code in Block 8 on the DD Form 2351.

DoDMERB WEBSITE

The DoDMERB website (<https://dodmerb.tricare.osd.mil/>) is available for your use 24/7. This will allow you to track your in-college applicants (4-, 3-, 2-, and 1-year). High school applicants are still processed through Cadet Command. The website will be your **PRIMARY** means of information from DoDMERB. Please follow other procedures contained in this guidebook **ONLY** after you've consulted the website. The advantage for this procedure is that DoDMERB will spend **far less** time on the phones and processing emails and **far more** time processing your applicants. Comments regarding the website appearance or functionality may be sent to larry.mullen@dodmerb.tma.osd.mil. Please place the following subject on your email "Website Improvement". Otherwise, due to the vast number of ROTC Detachments/Battalions from all Services; he will only accept questions on policies, procedures, or specific cases from Battalion Commanders or above.

Security of the website is imperative due to Privacy Act information. It is a secure website, but the use of User IDs and passwords must be maintained at all times and is, as always, a command responsibility.